



**DEPARTMENT OF THE ARMY  
HHC, U.S. ARMY GARRISON – FRANCONIA  
UNIT 26622  
APO AE 09244**

IMEU-WUZ-HH

25 July 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter #11 – Compensatory Time and Time Off

1. Reference:

- a. AR 630-5
- b. USAEUR Command Policy Letter # 10, Soldier and Family Time

2. All Soldiers will depart work at 1500 hours every Thursday for Soldier and family time.

3. When authorized by the commander, all Soldiers, except those required to continue the mission, will be released on the last duty day of the month at 1200 for payday activities. Sections will try to ensure Soldiers required to continue the mission receive an equal amount of time off on another day to conduct payday activities.

DARRELL J. OTTO  
CPT, SC  
Commanding

DISTRIBUTION:

- 1- Each Section
- 1- Bulletin Board
- 1- Unit File